

Rehire an Employee

The 'Rehire' action is used in Job Data for anyone who has ever worked for the State, including student employees and former temporary employees. All current and former state employees have an Employee ID number. This number remains the same all through the employee's service with the state, even if the employee moves to a different position or agency. Enter the Rehire on Employment Record Number 0 or the lowest Employment Record Number in which the employee is not active.


If the employee's last position was not in your agency, you will not have security access to enter the rehire in the employee's Job Data. Contact the HR office at the employee's prior agency or the SHARP unit in the Division of Personnel Services to enter the rehire for you. You will have access to the employee's record after the Rehire is entered.

STEP 1:	Select the menu items in the following order: Workforce Administration > Job Information > Job Data
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Expected Results:	Job Data search page displays.
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STEP 2:	Enter the Employee ID in the EmplID field. Click 
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Expected Results:	Work Location page displays.
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STEP 3:	Click  to add a row.
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Expected Results:	A new Job Data row is added with the current date in the Effective Date field.
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STEP 4:	Change the Effective Date as appropriate.
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Expected Results:	The field updates after tabbing out or clicking on another field.
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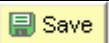
STEP 5:	Select Rehire from the drop down list next to the Action field
Expected Results:	Rehire displays in the Action field and the Reason field becomes blank. HR Status and Payroll Status change to Active.

STEP 6:	Select Rehire (or other appropriate Reason) from the drop down list next to the Reason field
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Expected Results:	Reason displays
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STEP 7:	Enter the Position Number in the Position Number field and tab out
Expected Results:	The position title and other information, such as department, defaults into the page.

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STEP 8:	Go to the Salary Plan page. Change the step as appropriate. Tab out.
Expected Results:	The Grade Entry Date and Step Entry Date changes to the effective date of the rehire.
STEP 9:	<p>Go to the Compensation page. Click  .</p> <p>For classified employees and others whose positions have steps (CLA, WS, and JDG salary plans), the Rate Code and pay rate fields will update.</p> <p>For employees whose pay is not tied to a step (such as UNC salary plan) manually enter the hourly rate in the Comp Rate field and click  . The Rate Code is always 'NAHRLY.' The Pay Rates (such as Biweekly and Annual rates) populate.</p>
Expected Results:	Pay Rates calculate.
STEP 10:	Click on the 'Benefits Program Participation' link at the bottom of the page. Enter the appropriate amount in the 'Annual Base Benefits Rate' field. Change the Elig Fld 1, Elig Fld 2, and Benefit Program as appropriate.
Expected Results:	Benefits information updated as appropriate.
STEP 11:	Click 
Expected Results:	